

# Continuing Education Non-Credit Classes

## Continuing Education Fall Non-Credit Classes for Kitsap and Mason Counties

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## How to Register for Continuing Education Classes

Complete the Continuing Education Registration form on page 58. Send it to Olympic College or register by phone or in person.

### Continuing Education - Kitsap County

OC Bremerton - 1600 Chester Ave, Bremerton  
 OC Poulsbo - 1000 Olympic College Place NW, Poulsbo  
 Info: 360.475.7786

#### Registration

360.394.2725, 360.394.2732 FAX

In person: OC Poulsbo, OC Bremerton

### Continuing Education - Mason County

OC Shelton - 937 W Alpine Way, Shelton  
 Info: 360.432.5400

#### Registration

360.432.5400, 360.432.5412 FAX

E-mail: [ContinuingEd@olympic.edu](mailto:ContinuingEd@olympic.edu)

[www.olympic.edu/ContinuingEducation](http://www.olympic.edu/ContinuingEducation)

## Continuing Education Online

In addition to the classes listed, Continuing Education also offers online classes at [www.ed2go.com/occe](http://www.ed2go.com/occe). Learn in the comfort of your home or office through 250 online zero-credit classes. Flexible and affordable, online classes feature powerful, well-written lessons, instructor-led discussions, and interactive assignments in a variety of subjects. Try a no-cost demonstration class at [www.educationtogo.com/demo](http://www.educationtogo.com/demo).

Contact: 360.475.7786

## NEW! Energy and Environmental Courses

### Courses for Professionals and Community!

- \* FREE lecture series co-sponsored by Puget Sound Energy
- \* "Get Your Energy On!" for kids
- \* Building Energy Analyst Certification Prep
- \* Online certification/training in:
  - Indoor Air Quality
  - Fundamentals of Mold Inspection
  - Weatherization Energy Auditor
  - LEED Building Design and Construction
- \* Sustainable Building Advisor Certificate Course



*Get Your Energy On!*

Find all the details in the Continuing Education section of this schedule.

For more information, please e-mail [ContinuingEd@olympic.edu](mailto:ContinuingEd@olympic.edu) or visit our web page at [www.olympic.edu/ContinuingEducation](http://www.olympic.edu/ContinuingEducation).

## ➔ Fall Classes

### Continuing Studies – Kitsap County

#### BUSINESS ESSENTIALS

#### CNSMB 003 DEVELOPING A BUSINESS PLAN

Learn how the major elements of a business plan—finance, marketing, and operations—can be integrated into a “road map” to determine where you and your business are going.

5:00p- 9:00p W 9/23,10/14 Brem-BUS 106 \$70 Fogarty B 9979

#### CNSMB 033 BUSINESS TAX BASICS

A survey of the tax obligations and reporting requirements for business owners, particularly those starting a business or those planning to hire employees. Includes payroll taxes, WA State B & O tax, and sales tax.

5:00p- 9:00p W 10/7 Brem-BUS 101 \$70 Jake D 9980

#### CNSMB 055 QUICKBOOKS FOR BUSINESS

Learn how to get the most out of this popular small business software. This introductory class includes set up and operations of the general ledger, accounts payable, accounts receivable, inventory, job costs, and payroll.

Prerequisite: Computer usage and basic Windows skills.

8:00a- 4:30p Sa 10/3 Brem-TEC 111 \$139 Fleming G 9981

8:00a- 4:30p Sa 10/17 Brem-TEC 111 \$139 Fleming G 9983

8:00a- 4:30p Sa 11/14 Brem-TEC 111 \$139 Fleming G 9982

#### CNSMB 060 NEW! ADVANCED QUICKBOOKS: REPORTING

Stay on top of your bottom line! Produce and customize reports to help you understand exactly how your company is doing. Use reports to troubleshoot problems and highlight successes. Create, customize, view, print and export in Excel also covered. (Instructor will be a Certified QuickBooks Pro Advisor.)

Prerequisite: CNSMB 055 or basic knowledge of QuickBooks. E-mail [ContinuingEd@olympic.edu](mailto:ContinuingEd@olympic.edu) with questions.

9:00a-12:00p Sa 11/7 Brem-TEC 111 \$89 TBA 9984

#### CNSMB 061 NEW! ADV QUICKBOOKS: INVOICING AND FORMS

Design customized invoices, forms and letters using QuickBooks! Use the customize forms and Layout Designer features to create invoices, sales receipts, credit memos and statements that fit the specific needs of your business.

Prerequisite: CNSMB 055 or basic knowledge of QuickBooks. E-mail [ContinuingEd@olympic.edu](mailto:ContinuingEd@olympic.edu) with questions.

9:00a-12:00p Sa 11/21 Brem-TEC 111 \$89 TBA 9985

#### COMPUTER

#### CNCMP 015 NEW! WINDOWS VISTA, INTRO

You've heard all the hype! Everyone has an opinion about VISTA. Find out for yourself what VISTA has to offer and how to use its functionality. Covers the new interface components, search tools, organizational tools and security.

Prerequisite: Basic computer skills and familiarity with an older version of Windows or other operating system.

8:00a- 4:30p Sa 10/24 Brem-TEC 212 \$115 Poole J 9939

#### CNCMP 016 MS WORD 2007: LEVEL 1

The basics for creating and revising business documents using Word. Topics covered include creating a document, editing text, formatting text, adding tables, and displaying and printing options.

Prerequisite: Basic computer skills. FREE student manual included.

8:00a- 4:30p Sa 9/26 Poul-OCF 110 \$115 Walter J 8941

#### CNCMP 017 MS WORD 2007: LEVEL 2

Using MS Word 2007, students will customize tables. Introduction to styles, graph creation, using autotext, templates, macros, Newsletter columns, and more.

Prerequisite: CNCMP 016 or basic MS Word 2007 skills. FREE student manual included.

8:00a- 4:30p Sa 10/17 Poul-OCF 110 \$105 Walter J 8942

**CNCMP 018 MS WORD 2007: ADVANCED**

Using this software, learn the advanced styles, templates, creating forms, using graphic effects creating a report, document layout, sharing documents, and creating a custom workplace.

**Prerequisite:** CNCMP 017 or intermediate MS Word 2007 skills. **FREE student manual included.**  
8:00a- 4:30p Sa 11/7 Poul-OCF 110 \$105 Walter J 8943

**CNCMP 019 MS WORD LEVELS 1, 2 AND ADVANCED**

Take MS Word Levels 1, 2 and Advanced during the same quarter and save \$46! Covers creating and revising business documents, customizing tables, graph creation, creating forms, using graphic effects, creating reports, and more!

**Prerequisite:** Basic computer skills. **Must successfully complete each level to proceed to next class.**  
8:00a- 4:30p Sa 9/26,10/17,11/7 Poul-OCF 110 \$279 Walter J 8944  
Refunds for unused classes are based on original course fee, not bundled fee, and the Continuing Education printed refund policy.

**CNCMP 031 MS EXCEL 2007: WORKSHEETS**

Learn the basics of this spreadsheet program. Enter data and navigate in a worksheet, work with ranges, movement techniques, copying, moving data, modifying worksheets, chart creation, etc.

**Prerequisite:** Basic Windows skills. **FREE student manual included.**  
8:00a- 4:30p Sa 10/3 Poul-OCF 110 \$115 Cain J C 8945

**CNCMP 032 MS EXCEL 2007: INTERMEDIATE**

Learn to chart and organize data, create and modify chart sheets, modify embedded chart, format and autofomat, work with graphic objects, sorting data, filtering and more. (**Prerequisite:** CNCMP 031. **FREE student manual included.**)

8:00a- 4:30p Sa 11/14 Poul-OCF 110 \$105 Cain J C 8947

**CNCMP 033 MS EXCEL 2007: ADVANCED**

Learn customizing the work area, advanced formula construction, multiple file linking, outlining, consolidating information, protect/display options, pivot tables and macros. (**Prerequisite:** CNCMP 032. **FREE student manual included.**)

8:00a- 4:30p Sa 12/5 Poul-OCF 110 \$105 Cain J C 8948

**CNCMP 034 MS EXCEL: WORKSHEETS THROUGH ADVANCED**

Take MS Excel: Worksheets, Intermediate and Advanced during the same quarter and save \$46! Covers data entry, navigation, working with ranges, charting, sorting and filtering data, advanced formulas, pivot tables, and more!

**Prerequisite:** Basic computer skills. **Must successfully complete each level before proceeding.**  
8:00a- 4:30p Sa 10/3,11/14,12/5 Poul-OCF 110 \$279 Cain J C 8949  
Refunds for unused classes are based on original course fee, not bundled fee, and the Continuing Education printed refund policy.

**CNCMP 040 OFFICE 2007 ESSENTIALS**

Office 2007 ribbon interface, Word, Excel, PowerPoint and file management techniques will be covered in this hands-on four-session course. Ideal for anyone needing to improve their computer skills. Includes textbook.

**Prerequisite:** Basic Windows and mouse skills.  
2:00p- 5:00p M 10/19-11/9 Brem-HUM 116 \$189 Poole J 9942

**CNCMP 046 MS ACCESS 2007: LEVEL 1**

Introduction to databases: Tables, modifying a table, managing records in tables, select queries, calculations in queries, creating and using forms and reports, creating databases and copying.

**Prerequisite:** Basic Windows skills. **FREE student manual included.**  
8:00a- 4:30p Sa 10/3 Brem-ST 123 \$115 Dalton D 9940

**CNCMP 047 MS ACCESS 2007: LEVEL 2**

Learn how to enhance database designs by using the principles of data normalization, table relationships, referential integrity; by querying multiple tables for data used in customized forms, reports/subreports; and by creating data access pages.

**Prerequisite:** CNCMP 046. **FREE student manual included.**  
8:00a- 4:30p Sa 11/14 Brem-ST 123 \$105 Dalton D 9941

**CNCMP 083 WEB PAGE DESIGN 1**

Learn the basics of web page development and publishing aspects of HTML. Gain hands-on experience creating HTML tags, tag attributes, character references and different types of hyperlinks. Construct your own web page and publish it on the web. Hands-on class for students, families and business.

**Prerequisite:** Basic computer skills and Internet usage skills.  
8:00a-4:30p Sa 10/17 Brem-ST 123 \$149 Poole J 9943

**CNCMP 085 WEB PAGE DESIGN 2**

Working with advanced features of HTML. Topics include tables, frames, animation, server functionality, documents that contain interactive JavaScripts and applets, and advanced site design techniques.

**Prerequisite:** Windows XP, Web Page Design: Level 1 (CNCMP 083). **Basic Internet skills.**  
8:00a-4:30p Sa 11/7 Brem-ST 123 \$125 Poole J 9944

**CNCMP 094 WEB PAGE DESIGN, ADVANCED**

This course, which picks up where Web Page 2 ends, provides in-depth coverage of forms, image maps, and cascading style sheets. Techniques for creating impressive Web pages are covered.

**Prerequisite:** Web Page Design 1 and 2 or comparable experience.  
8:00a-4:30p Sa 12/5 Brem-ST 123 \$125 Poole J 9945

**CNCMP 095 NEW! WEB PAGE DESIGN 1 - ADV**

Register and save \$28! This course combines all 3 levels of the scheduled Web Page Design courses (CNCMP 083, CNCMP 085 and CNCMP 094) for this quarter! **Must successfully complete each level before proceeding.**

**Prerequisite:** Windows and basic Internet skills.  
8:00a- 4:30p Sa 10/17,11/7,12/5 Brem-ST 123 \$399 Poole J 9948  
Refunds for unused classes are based on original course fee, not bundled fee, and the Continuing Education printed refund policy.

**FINANCE****CNFIN 018 NEW! FUNDAMENTALS OF GRANT WRITING**

Learn the fundamental concepts for developing and submitting successful grant proposals, including a baseline process and structure. Each student is eligible for one post-class consultation on a grant proposal within two months of class.

9:00a- 4:00p Sa 11/14 Brem-TEC 200 \$99 TBA 9955

**FLAGGING****CNPRF 021 FLAGGING CERTIFICATION**

Learn what it takes to become a flagger. Objectives include maximum protection for employees and the public with minimum interference from vehicle/pedestrian traffic, proper use of traffic control devices, and other flagger duties. Certification test administered upon completion of class. (Must be 18 years of age or older.)

9:00a- 3:30p Sa 9/26 Brem-BUS 105 \$65 Wiley D 9965  
9:00a- 3:30p Sa 10/17 Brem-BUS 105 \$65 Miller R 9968  
9:00a- 3:30p Sa 11/21 Brem-BUS 105 \$65 Wiley D 9966  
9:00a- 3:30p Sa 12/5 Brem-BUS 205 \$65 Miller R 9967

If you need to recertify as a Flagger, you must take this entire 6-hour course again and pass the exam. There is no alternative to recertification at this time.

**PROFESSIONAL DEVELOPMENT****ONLINE COURSES:**

Before registering, please visit the link to your specific online course at [www.olympic.edu/ContinuingEducation](http://www.olympic.edu/ContinuingEducation) where you will find the prerequisite information and full course details. Online classes that do not have a listed class start date begin the day you register, whether you begin your class or not. For all online classes, once the class starts, or you register and pay, refunds cannot be granted.

**CNPRF 036 NEW! WEATHERIZATION ENERGY AUDITOR**

Designed to train technicians involved in the field of building performance and energy efficiency. You will learn how to be compliant with the BPI Energy Analyst Standards. Includes an exam at the end of the course. 50-hour online course.

Online 12/4/09-1/28/10 - partnership with ProTrain \$695 TBA 9957  
Special introductory price! Register and receive \$25 off the listed course fee!

## CONTINUING EDUCATION NON-CREDIT CLASSES

### CNPRF 037 **NEW! LEED GREEN ASSOCIATE EXAM PREP**

Upon successful completion, you will identify the key components of the LEED Rating Systems, discuss the LEED Certification process for buildings and homes, describe successful LEED strategies and be prepared for the exam. 8-hour online course.

Online - in partnership with ProTrain \$225 TBA 9995

### CNPRF 038 **NEW! INDOOR AIR QUALITY**

Understand the requirements of ASHRAE 62.1-2004, Ventilation and Acceptable Indoor Air Quality, for design, construction, building operation and maintenance. This is the industry standard for the design and operation of ventilation systems.

Online - in partnership with ProTrain \$395 TBA 9986

Special introductory price! Register and receive \$25 off the listed course fee!

### CNPRF 039 **NEW! FUNDAMENTALS OF MOLD INSPECTION**

Learn the core skills needed to evaluate homes and buildings for mold. Covers basic microbiology, causes of mold growth and categories of mold and their health effects. Covers how to perform a thorough mold inspection. 8-hour online course.

Must have a copy of Adobe Flash on your computer to view the online training.

Online - in partnership with ProTrain \$425 TBA 9987

Special introductory price! Register and receive \$25 off the listed course fee!

### CNPRF 040 **NEW! LEED BUILDING DESIGN AND CONSTRUCTION**

Provides a standard for professionals in the design and construction phases of high-performance, healthful, durable, affordable, and environmentally sound buildings. Replaces the LEED-NC v2.2 exam prep. 7-hour online course.

Online - in partnership with ProTrain \$225 TBA 9989

### CNPRF 061 **NEW! SIX SIGMA BLACK BELT**

Nationally recognized, Six Sigma Black Belt provides an in-depth look at the Six Sigma Black Belt DMAIC problem-solving methodology, as well as deployment and project management approaches. Includes hands-on data analysis. 200 Hours.

Must review full details and prerequisites at [www.gatlineducation.com/olympic](http://www.gatlineducation.com/olympic) before registering.

Online-in partnership with Gatlin Education Services \$2695 TBA 9970

### CNPRF 062 **NEW! SIX SIGMA GREEN BELT**

Nationally recognized, this course encompasses all aspects of running a Six Sigma Greenbelt business, including management, service delivery, design, production and customer satisfaction. 100 hours.

Must review full details and prerequisites at [www.gatlineducation.com/olympic](http://www.gatlineducation.com/olympic) before registering.

Online-in partnership with Gatlin Education Services \$1895 TBA 9971

### CNPRF 063 **PROJECT MANAGEMENT CERTIFICATE ONLINE**

Project management is one of the fastest growing skills used in healthcare, government and education! Expertise in this area is a source of security, prosperity and power to organizations as it creates streamlining to improve productivity.

Prior to registration, view prerequisites and full details at [www.olympic.edu/ContinuingEducation](http://www.olympic.edu/ContinuingEducation).

Online-in partnership with Gatlin Education Services \$1495 TBA 9960

### CNPRF 065 **CERTIFIED BOOKKEEPER ONLINE**

This nationally recognized online certification course and home study training program for experienced bookkeepers leads to national certification with the American Institute of Professional Bookkeepers (AIPB). All textbooks included.

Prior to registration, view prerequisites and full details at [www.olympic.edu/ContinuingEducation](http://www.olympic.edu/ContinuingEducation).

Online-in partnership with Gatlin Education Services \$1795 TBA 9961

### CNPRF 066 **BLOODBORNE PATHOGENS ONLINE EDUCATION**

Designed to provide understanding concerning what bloodborne pathogens are and how to reduce risk of exposure both to oneself and others. OSHA and CDC guidelines recommended. For details, e-mail [continuinged@olympic.edu](mailto:continuinged@olympic.edu) or call 360.475.7786.

Online - in partnership with PreventionMD \$10 TBA 9962

### CNPRF 067 **2-HOUR HIV/AIDS ONLINE EDUCATION**

Covers basic etiology and epidemiology of HIV, transmission and infection control, legal and ethical issues, and psychosocial issues. Designed for day-foster-adult care.

For details, e-mail [continuinged@olympic.edu](mailto:continuinged@olympic.edu) or call 360.475.7786.

Online - in partnership with PreventionMD \$20 TBA 9963

### CNPRF 068 **4-HOUR HIV/AIDS ONLINE EDUCATION**

Covers basic etiology and epidemiology of HIV, transmission and infection control, legal and ethical issues in more detail than the 2-hour course. Designed for non-licensed healthcare providers, certain licensed providers and EMS.

For details, e-mail [continuinged@olympic.edu](mailto:continuinged@olympic.edu) or call 360.475.7786.

Online - in partnership with PreventionMD \$40 TBA 9964

### CNPRF 069 **7-HOUR HIV/AIDS ONLINE EDUCATION**

Covers infection control, legal and ethical issues, and psychosocial issues; testing, counseling, clinical manifestations and treatment. Designed for most licensed healthcare providers. For details, e-mail [continuinged@olympic.edu](mailto:continuinged@olympic.edu) or call 360.475.7786.

Online - in partnership with PreventionMD \$70 TBA 9969

### CNPRF 070 **NEW! SPANISH FOR TEACHERS AND STAFF ONLINE**

Speak basic phrases for communicating with your students and their Spanish-speaking family. From Parent-Teacher conferences, classroom situations, to taking attendance, discipline and after school activities, quickly bridge the communication gap.

To receive a certificate, you must spend 15 hours online and complete the online course assessments.

Online-register at [www.myspanishteacher.com/olympic](http://www.myspanishteacher.com/olympic) \$89 TBA 9973

Special introductory price! Register and receive 10% off the listed course fee!

### CNPRF 072 **NEW! SPANISH FOR HEALTHCARE WORKERS ONLINE**

Designed specifically for healthcare workers to quickly address job-specific issues like collecting medical and insurance information, setting up appointments, comprehending symptoms described by Spanish-speaking patients, and more.

Online-register at [www.myspanishteacher.com/olympic](http://www.myspanishteacher.com/olympic) \$89 TBA 9996

Special introductory price! Register and receive 10% off the listed course fee!

### CNPRF 074 **NEW! SPANISH FOR LAW ENFORCEMENT ONLINE**

Designed to help law enforcement officers work effectively when interacting with the Spanish-speaking public. Features 2000 Spanish phrases and commands plus 180 "Alert Words".

Online-register at [www.myspanishteacher.com/olympic](http://www.myspanishteacher.com/olympic) \$89 TBA 9997

Special introductory price! Register and receive 10% off the listed course fee!

## BREMERTON/POULSBO CAMPUS COURSES:

### CNPRF 023 **NEW! ETHICS AND SEXUAL MISCONDUCT FOR LMPS**

Learn current ethics regulations, transference between client and therapist, and how to practice within your scope and experience. Course qualifies you for the Sexual Misconduct Standard V and VI sections of the National Code of Ethics.

Intended for Massage Therapists. Equals 6 NCBTMB-approved CE hours.

9:00a- 4:30p Sa 10/3 Brem-ENG 116 \$139 Nepute M 9954

Special introductory price! Register and receive 10% off the listed course fee!

### CNPRF 030 **FORKLIFT OPERATOR CERTIFICATION**

Learn to maneuver a forklift through an obstacle course. Instruction includes machine design, product handling, pre-shift inspection, and on-site logistics. Review WISHA and OSHA requirements. Certification issued upon successful completion.

Must be at least 18 years old and able to lift 50 pounds. Appropriate for all skill levels.

8:00a- 4:00p Sa 8/22 Brem-ST 147 \$199 Daugherty D 9959

8:00a- 4:00p Sa 9/5 Brem-ST 147 \$199 Daugherty D 9958

8:00a- 4:00p Sa 10/10 Brem-ST 147 \$199 Daugherty D 9950

8:00a- 4:00p Sa 11/14 Brem-ST 147 \$199 Daugherty D 9951

8:00a- 4:00p Sa 12/5 Brem-ST 147 \$199 Daugherty D 9952

### CNPRF 035 **CONVERSATIONAL ENGLISH FOR NON-NATIVE SPEAKERS**

This class will provide non-native English speakers the opportunity to practice and improve conversational English. (Class is limited to au pairs.)

7:30p-9:30p W 9/16-11/18 Poul-OCP 120 \$150 TBA 8930

### CNPRF 041 **NEW! BUILDING ENERGY ANALYST TRAINING**

Learn basics of building science and diagnostic testing to measure a house's performance. Covers conservation technologies, analysis techniques, combustion systems, and field work. Prepares students for BPI and HERS national certification exams. (Experience in construction, building industry or similar preferred.)

8:00a- 5:00p FSa 10/2-10/31 Brem-HOC 141 TBA 9956

Instructors are BPI and HERS certified. Field exam schedules are coordinated with instructor. Exam fees not included.

### CNPRF 049 **NEW! RET MADE EASY FOR CDPS**

Explore how behavior, emotions and thinking interact. Course provides a model for application to the treatment environment and for personal change. You can use this model for treatment plan development, progress charting and after-care planning.

For Chemical Dependency professionals. Course equals 6 CEUs.

9:00a- 3:30p F 10/16 Brem-ENG 114 \$79 TBA 9994

**CNPRF 058 NEW! CMA EXAMINATION REVIEW**

A review of the Certified Medical Assistant Exam sponsored by the American Association of Medical Assistants for Medical Assistant students. Includes small group work, textbook assignments and interactive sessions.

**Prerequisite:** Completion of Medical Assistant program. AMT-sponsored RMA exam test-takers also benefit.

9:00a- 3:00p Sa 10/3,10/17 Brem-ENG 100 \$99 Lieseke C 9974

Connie Lieseke has been the Faculty Medical Assisting Programs Coordinator for the CAAHEP accredited program at OC for the past seven years. The student success rate for the CMA examination has been well above the National average.

**CNPRF 059 NEW! MEDICAL BILLING AND CODING EXAM PREP**

Preparation course for the CPC or CCS-P certification exam. Students need to provide their own CPT and ICD-9 reference book. Additional required textbook included.

8:00a- 4:30p Sa 11/7,11/21 Brem-ENG 100 \$449 Parker Ba 9988

Barbara Parker is a Certified Coding Specialist-Physician with 30 years experience in medical billing and coding. She currently teaches in OC's Medical Billing and Coding program.

**CNPRF 082 SUSTAINABLE BUILDING ADVISOR**

This nine-month, specialized certificate program is designed to enable graduates to advise employers or clients on strategies and tools for implementing sustainable building. Course will also prepare students for the national exam.

**For building industry and conservation professionals. Call for brochure, 360.394.2702.**

9:00a-5:00p Fri, 9:00a-3:00p Sa Brem-HUM 108 \$1995 Miles W 9972

Meets Fridays and Saturdays: (2009) 10/16-17, 11/13-14, 12/11-12; (2010) 1/22-23, 2/19-20, 3/19-20, 4/16-17, 5/21-22, 6/18-19. Schedule is subject to change.

**MY TURN**

A variety of classes for those who are ready to focus on what they want in personal enrichment and professional development.

**CNSNR 065 I'VE TURNED THE COMPUTER ON-NOW WHAT?**

What does the mouse do? This hands-on class is an overview of the hardware and mouse basics. Appropriate for those wanting a more relaxed, more personal, approach to learning. (Formerly CNCMP 003)

1:00p- 4:00p F 9/25 Brem-ENG 114 \$35 Poole J 9990

**CNSNR 070 WORLD WIDE WHAT?**

Demystify the web using search tools, navigating web pages, and finding information on millions of subjects! Also covers the basics of different Internet Service Providers.

**Prerequisite:** CNSNR 066 or permission of instructor required.

1:00p- 4:00p F 10/2 Brem-ST 123 \$35 Poole J 9991

**CNSNR 072 DID YOU GET MY MESSAGE? BASIC E-MAIL**

Connect with your family and friends anywhere in the world from your home computer using e-mail! Send/receive messages and pictures, create an electronic address book and calendar, and avoid junk mail!

**Prerequisite:** CNSNR 066 or permission of instructor required.

1:00p- 4:00p F 10/9 Brem-ST 123 \$35 Poole J 9992

**CNSNR 078 TO GOOGLE OR NOT-EFFECTIVE WEB SEARCH**

Now that you know the basics of "surfing" on the Internet, let's delve a little deeper! Discover how to find specific and accurate information using different search engines, and much more! (**Prerequisite:** CNSNR 070 or permission of instructor required.)

1:00p- 4:00p F 10/16 Brem-ST 123 \$35 Poole J 9993

**Community Enrichment – Kitsap County****ARTS AND CRAFTS****CEAC 042 DIGITAL PHOTOGRAPHY BASICS**

Photography basics from camera buying to saving and sharing images: features and modes of digital cameras; aperture, shutter speed and ISO; image editing and sharing images via the Internet. Hands-on activities and at-home assignments.

6:30p- 8:30p Th 10/8-10/22 Brem-HUM 116 \$99 Usher L 9900

**CEAC 054 NEW! 'GREEN' DECORATING FOR THE HOLIDAYS!**

Using items you own, work with a color specialist and decorator to learn the color combinations to use when decorating your home or rooms in time for the holidays! Bring photos of your rooms and items, along with your questions!

9:00a-11:00a Sa 10/3 Brem-HUM 106 \$49 Crotty C 9902

**CHILDREN AND YOUTH****CECY 001 EDVENTURE LUNCH CLUB**

Stay on campus for lunch between AM and PM Edventure programs during the same week. Edventure staff will be available for tours around campus, outdoor access, and other fun activities! Bring your own non-perishable lunch daily.

**For registered Edventure students participating in two Edventure programs during the same week.**

12:30p- 1:30p DAILY 8/17-8/21 Poul-OCF 116 \$25 TBA 8913

Lunch hour for Edventure. Will be held indoors in the OCP cafeteria or outdoors, weather permitting.

**CECY 009 NEW! GET YOUR ENERGY ON!**

Learn about clean energy sources like sun and wind! Make a wind turbine, solar assessment tool and starter kit for your home's energy audit! Conduct an energy audit for one of our campus buildings and make a presentation for recommendations!

**For students grades 4-9. Bring your own non-perishable lunch and beverage.**

8:30a- 3:00p F 9/25 Brem-HUM 108 TBA 9920

Course fee not available at time of print. OC is working to secure grant opportunities which would keep the price affordable. Please call 360.475.7786 for details. Instructor is a sustainable energy advisor.

**CECY 017 NEW! EDVENTURE—BOOK ARTS**

Participants will have an opportunity to learn the process involved in creating a variety of fabulous books, i.e., journals or gifts for recording dreams and aspirations. Week to include creation of one first edition to share with group at end of week.

**For students entering grades 4 through 6.**

1:30p- 5:00p DAILY 8/17-8/21 Poul-OCF 107 \$119 TBA 8910

**CECY 018 NEW! EDVENTURE—CREATIVE CREATIONS**

Participants will create a variety of masks and puppets from a variety of cultures, culminating in performances that will bring learning to life.

**For students entering grades 4 through 6.**

9:00a-12:30p DAILY 8/17-8/21 Poul-OCF 107 \$119 TBA 8911

**CECY 019 NEW! EDVENTURE—EXPLORING GUITAR**

Join intermediate guitarists and bass players to explore different styles of rock and blues. Play in groups to enhance rhythm and solo techniques. Performance on Friday will showcase learning.

**For students entering grades 9 through 12.**

1:30p- 5:00p DAILY 8/17-8/21 Poul-OCF 221 \$119 TBA 8912

**CECY 040 BEG/DIGITAL PHOTOGRAPHY & GRAPHICS**

Take digital photos and edit them while designing cool new graphics! Learn what makes a good photo and practice getting your own perfect shots. Then, add on the cool skill of image editing (adding color, shape, and light).

**For students entering grades 6-8. Must have an approved digital camera/cables.**

9:00a-12:30p DAILY 8/17-8/21 Poul-OCF 108 \$119 Baggs K 8914

**CECY 070 BEGINNING LEGO ROBOTICS**

Learn to design, build, operate, program, test and demonstrate their robots using kid-friendly LEGO RCX technology and Robolab software! Work with gears, wheels, motors, lights and much more doing hands-on activities.

**Basic computer skills are required. For kids entering grades 4-6. Must work well with a partner.**

9:00a-12:30p DAILY 8/17-8/21 Poul-OCF 109 \$119 Nall B 8917

1:30p- 5:00p DAILY 8/17-8/21 Poul-OCF 109 \$119 Nall B 8916

**CECY 090 BEGINNING WEB DESIGN**

Create your own cool web site! Working with the same software professionals use, learn how to add content, images, navigation, links, tables, sound, pop-ups and image maps that will give you a voice on the Web.

**For kids entering grades 6-8. Basic computer skills and knowledge.**

1:30p- 5:00p DAILY 8/17-8/21 Poul-OCF 108 \$119 Baggs K 8928

**COMMUNICATION****CECOM 031 CONVERSATIONAL SPANISH I**

Course emphasizes conversation, but includes reading, writing, and understanding the Spanish language. Geared toward the adult student seeking control over Spanish for practical application such as travel.

6:30p- 8:30p M 9/21-12/7 Brem-ENG 116 \$149 Mackall C 9910

**CECOM 032 CONVERSATIONAL SPANISH II**

A continuation of Conversational Spanish I (CECOM 031) designed to reinforce and introduce practical conversational skills in Spanish.

**Prerequisite:** CECOM 031 or permission of instructor.

6:30p- 8:30p W 9/23-12/9 Brem-ENG 116 \$129 Mackall C 9911

## CONTINUING EDUCATION NON-CREDIT CLASSES

### HOME AND GARDEN

#### CEHG 031 **NEW! THANKSGIVING FLORAL DESIGN FOR FUN!**

Design your own Thanksgiving centerpiece with fall flowers, candles and your own special touch! Whether your table is round or rectangular, you will create your own dazzling arrangement and will amaze your family and friends this holiday!

Please bring your own garden clippers and apron. All other materials provided.

9:00a-11:30a Sa 11/14 Brem-ENG 100 \$69 Williams J 9915

### LECTURE

#### CELEC 040 **NEW! ENERGY: THE POWER OF THE GRID**

Learn about the role of the grid in providing energy and what it means to be off the grid. Puget Sound Energy will explain smart grid, the role you can play with it, and their future energy plans. (Co-sponsored by Puget Sound Energy.)

6:00p- 8:00p T 9/29 Brem-Rotunda \$0 TBA 9925

You do not need to formally register for this free lecture. Please RSVP by e-mailing ContinuingEd@olympic.edu or calling 360.475.7786.

#### CELEC 044 **NEW! GREEN POWER AND RENEWABLE RESOURCES**

Explore energy resources our region uses, including renewable resources, and their impact on our environment. Puget Sound Energy will talk about their Green Power Program and how you can make a difference with renewable energy. (Co-sponsored by Puget Sound Energy.)

6:00p- 8:00p T 10/13 Brem-HUM 109 \$0 TBA 9928

You do not need to formally register for this free lecture. Please RSVP by e-mailing ContinuingEd@olympic.edu or calling 360.475.7786.

#### CELEC 045 **NEW! ENERGY OPTIONS FIELD TRIP**

Join us for an amazing field trip to Snoqualmie Falls Hydro Plant (oldest in the state), and Wild Horse Wind Farm in Ellensburg. Transportation and lunch included. Meet at Olympic College Bremerton. Fee payable at start of tour. (Co-sponsored by Puget Sound Energy.)

8:00a- 8:00p Sa 10/17 ARR \$45 TBA 9929

Meet at the main student parking lot (S-4) by 7:30am to board the bus.

#### CELEC 046 **NEW! CONSERVATION AND ENERGY EFFICIENCY**

There are many easy and low/no cost actions you can take in your home and at work to manage energy usage. Puget Sound Energy offers many rebate options to help. Learn how you can save energy and money! (Co-sponsored by Puget Sound Energy.)

6:00p- 8:00p T 10/27 Brem-HUM 109 TBA 9930

You do not need to formally register for this free lecture. Please RSVP by e-mailing ContinuingEd@olympic.edu or calling 360.475.7786.

### LEISURE ACTIVITIES

#### CELEI 018 **RIVER RAFTING—SKAGIT EAGLE WATCH**

View up to 300 Bald Eagles congregating in the Skagit Preserve. These magnificent and endangered birds are accustomed to seeing the occasional riverboat in their habitat, so sightings are frequent. Float calmly with other enthusiasts on the Skagit!

Minimum age 6 years. Call 360.475.7786 for details. Transportation NOT provided. Lunch included.

11:00a- 3:00p Sa 12/5 ARR \$81 Amundson R 9934

11:00a- 3:00p Su 12/6 ARR \$81 Amundson R 9935

Upon registration, please e-mail ContinuingEd@olympic.edu with the following information: name, phone, e-mail, height, weight, shoe size, gender and age. Visit our web page at www.olympic.edu/ContinuingEducation for additional class information and a map.

#### CELEI 019 **RIVER RAFTING—TIETON WHITEWATER**

Ride 16 miles of twisting, turning rapids through pine trees and towering cliffs. The Tieton, located on the eastern side of White Pass, roars with whitewater excitement during fall when Rimrock Lake is emptied! Neoprene wet-suit-booties included. Minimum age 12 years. Call 360-475-7786 for details. Transportation NOT provided. Lunch included.

11:00a- 3:00p Sa 9/26 ARR \$81 Amundson R 9937

9:30a- 1:30p Su 9/27 ARR \$81 Amundson R 9936

Upon registration, please e-mail ContinuingEd@olympic.edu with the following information: name, phone, e-mail, height, weight, shoe size, gender and age. Visit our web page at www.olympic.edu/ContinuingEducation for additional class information and a map.

#### CELEI 027 **COASTAL NAVIGATION FOR BOATERS**

Navigation in the Puget Sound, San Juan Islands, Canadian Gulf Islands, and Washington coastal areas. Learn dead reckoning, position fixing, nautical charts, compass use, tides, currents and trip planning for sailboats and powerboats.

Knowledge of basic navigation is helpful but not necessary.

8:30a- 3:00p Sa 10/10,10/17 Brem-ENG 115A \$119 Karch J 9946

#### CELEI 035 **THE BASICS OF SELLING ON EBAY**

Sell vintage jewelry, kitchenware, electronics, toys, anything on eBay! Take a step-by-step approach to effective selling while avoiding costly mistakes new sellers make. Set pricing, use PayPal and write product descriptions.

Prerequisite: Basic Internet skills.

9:30a- 3:30p Sa 11/7 Brem-HUM 120 \$59 Morgan D 9947

Please bring an item you wish to sell, a credit card and either a picture on a disk or their camera with the cord. Students are required to know how to access their home e-mail from the classroom computer.

#### CELEI 078 **THE ART OF WINE TASTING**

Wine is a vital and exciting part of many varied cultures and cuisines. Discussions will include (but are not limited to) classification, evaluation, tips on buying and storing and how to deal with wine snobbery. Cost includes wine tasting.

Must be at least 21 to register and attend. Must present valid photo ID in order to enter classroom. No exceptions.

7:00p- 9:00p W 10/7 Poul-OCP 107 \$29 Ricketts J 8935

## Continuing Studies – Mason County

### FINANCE

#### CNFIN 031 **FACE YOUR FINANCIAL FUTURE FEARLESSLY**

Take charge of your finances now! This class will help you raise your awareness of your financial situation, establish your financial priorities and develop achievable financial goals.

9:00a-12:00p Sa 10/3-10/24 Shel-TJL 121 \$120 Hamilton M 7922

### FLAGGING

#### CNPRF 021 **FLAGGING CERTIFICATION**

Learn what it takes to become a flagger. Objectives include maximum protection for employees and the public with minimum interference from vehicle/pedestrian traffic, proper use of traffic control devices, and other flagger duties. Certification test administered upon completion of class. (Must be 18 years of age or older.)

9:00a- 3:30p Sa 9/12 Shel-OCS 116 \$65 Pollard A 7902

9:00a- 3:30p Sa 10/3 Shel-OCS 116 \$65 Pollard A 7904

9:00a- 3:30p Sa 11/7 Shel-OCS 116 \$65 Pollard A 7906

9:00a- 3:30p Sa 12/5 Shel-OCS 116 \$65 Pollard A 7908

If you need to recertify as a Flagger, you must take this entire 6-hour course again and pass the exam. There is no alternative to recertification at this time.

### SENIORS

#### CNSNR 064 **BEGINNING COMPUTERS FOR SENIORS**

An introduction to personal computers designed specifically for Seniors. Students will use Windows to learn basic computer and application skills. Within the course, students will learn how to use Word Processing, the Internet and E-mail.

Prerequisite: Must be 55 years or older.

9:00a-11:00a MWF 10/19-10/30 Shel-OCS 107 \$90 Ledgerwood A 7920

## Community Enrichment – Mason County

### ARTS AND CRAFTS

#### CEAC 018 **THE ART OF WELDING**

Put some fire in your artist creations! In this hands-on class you will learn welding techniques for the artist or hobbyist, use the tools of the trade and become familiar with equipment, materials and supplies needed to create metal sculpture.

9:00a-1:00p Sa 9/26-10/24 Trades Center-Shelton \$250 TBA 7933

Trades Center, Shelton (formerly Bronze Works), 50 W. Fredson Rd., Shelton.

**CEAC 038 TAKE DIGITAL PHOTOS THE EASY WAY!**

Got a new digital camera, but not quite sure how to maximize all of its features? In this hands-on class, take digital photos while learning what elements are needed to take a good picture and practice getting your own perfect shots.

Bring digital camera and cables to upload pictures onto the computer. Basic computer skills required.  
3:00p- 5:00p W 10/7-10/21 Shel-TJL 116 \$65 TBA 7934

**COMMUNICATION****CECOM 002 ANYONE CAN WRITE**

Anyone can discover the pleasure of writing. Emphasis will be on having fun while learning an easy process that will stimulate natural creativity and involvement with creative writing. No previous experience needed.

1:00p- 3:00p Th 10/8-11/19 Shel-PB 001 \$75 Maddux C 7938  
7:20p- 9:20p Th 10/8-11/19 Shel-TJL 111 \$75 Maddux C 7940

**CECOM 026 READERS THEATER**

Exploration of traditional and modern drama through informal group readings in a friendly and fun environment. Plays will come from Greek to modern American playwrights. Become familiar with drama from ancient to modern times.

1:00p- 3:00p F 10/2-11/6 Shel-TJL 111 \$120 McNabb D 7944

**HOME AND GARDEN****CEHG 032 INTRODUCTION TO FLORAL DESIGN**

Are you interested in floral design for fun or profit? Learn how to care for and arrange cut flowers and foliage from an award winning designer. Put your new knowledge to work at home or in a shop.

1:00p- 3:30p F 10/2 Shel-OCS 116 \$25 TBA 7929

**CEHG 072 DESIGN YOUR DREAM HOME**

Design your dream home from the inside out. Whether you are doing it yourself or preparing to work with an architect, this course provides you an understanding of residential design principles and strategies so you get the home you really want.

7:00p- 8:30p Th 10/8-11/5 Shel-OCS 112 \$75 Simmons J 7946

**LEISURE ACTIVITIES****CELEI 002 TRAVELING IN CHINA**

Join us for an exploration of the middle kingdom. Be enticed with travel adventures, pictures, stories and tips as you plan and implement your own trip to China. Ask questions, gather information and get prepared for the adventure of a lifetime!

6:00p- 9:00p W 10/14 Shel-OCS 116 \$30 TBA 7948

**CELEI 003 LIVING, TEACHING AND WORKING IN CHINA**

Explore the abundant opportunities to have 4-9 month adventures in China completely for FREE! Many jobs await! Learn about topics such as how to get hired and paid, living conditions, expenses, social behavior, culture shock, and more.

6:00p- 9:00p W 10/21 Shel-OCS 116 \$30 TBA 7950

**CELEI 022 WA STATE APPROVED BOATING**

Be prepared for the new regulations on mandatory boater safety education with this NASBLA/Washington State approved course. Covers boating equipment, trip planning and preparation, marine environment, boat operations, emergency preparedness.

8:00a- 5:00p Sa 12/5 Shel-PB 002 \$69 Karch J 7958

**CELEI 027 COASTAL NAVIGATION FOR BOATERS**

Navigation in the Puget Sound, San Juan Islands, Canadian Gulf Islands, and Washington coastal areas. Learn dead reckoning, position fixing, nautical charts, compass use, tides, currents and trip planning for sailboats and powerboats.

Knowledge of basic navigation is helpful but not necessary.

8:30a- 3:00p Sa 11/14,11/21 Shel-PB 002 \$119 Karch J 7960

**CELEI 033 BUYING AND SELLING ON ETSY**

ETSY is the online marketplace for buying and selling all things handmade. You can even buy and sell commercial and handmade crafting supplies. Learn how to buy and list items. Turn your hobby into a source of income!

9:30a- 3:30p Sa 11/14 Shel-OCS 107 \$59 Morgan D 7965

**CELEI 034 BUYING AND SELLING ON CRAIGS LIST**

Are you looking for great bargains or are you trying to sell all those bargains you bought last year? Craig's List might be your answer. Come learn how to buy and sell effectively and safely on this easy to use, on-line classified site.

9:30a- 1:30p Sa 10/17 Shel-OCS 107 \$49 Morgan D 7964  
Bring an item you wish to sell, a credit card and either a picture on a disk or their camera with the cord. Students are required to know how to access their home e-mail from the classroom computer.

**CELEI 035 THE BASICS OF SELLING ON EBAY**

Sell vintage jewelry, kitchenware, electronics, toys, anything on eBay! Take a step-by-step approach to effective selling while avoiding costly mistakes new sellers make. Set pricing, use PayPal and write product descriptions.

Prerequisite: Basic Internet skills.

9:30a- 3:30p Sa 10/3 Shel-OCS 107 \$59 Morgan D 7966  
Please bring an item you wish to sell, a credit card and either a picture on a disk or their camera with the cord. Students are required to know how to access their home e-mail from the classroom computer.

**CELEI 050 GROUP SINGING LESSONS**

Learning to sing can be fun! This relaxed, non-threatening class teaches the basics of proper singing (breathing, vowel formation, range building), notation, sight singing, ear training and performance through vocal exercises and rounds.

7:30p- 8:30p M 9/28-12/7 Shel-TJL 121 \$70 Berndt E 7968

**CELEI 078 THE ART OF WINE TASTING**

Wine is a vital and exciting part of many varied cultures and cuisines. Discussions will include (but are not limited to) classification, evaluation, tips on buying and storing and how to deal with wine snobbery. Cost includes wine tasting.

Must be at least 21 to register and attend. Must present valid photo ID in order to enter classroom. No exceptions.

1:00p- 4:00p Sa 10/17 Shel-TJL 108 \$29 Culligan J 7970  
1:00p- 4:00p Sa 11/14 Shel-TJL 108 \$29 Culligan J 7972

**CELEI 091 EQUINE MANAGEMENT--TOTAL CARE OF HORSE**

Learn the proper techniques in caring for your horse from a Certified Master Equestrian Instructor. Good horse care can save you money on vet bills, feed and shoeing. Learn about nutrition, conformation, diseases, lameness and more.

6:00p- 9:00p W 9/30-12/9 Shel-OCS 112 \$225 Ohlinger V 7976

**SELF IMPROVEMENT****CESLF 084 BUSINESS ETIQUETTE**

Polish your professional presence and gain confidence in your ability to interact with peers, managers and customers. From business entertaining and dining to communication and appearance, the tools you gain from this class will improve your style!

5:30p- 9:00p M 10/19 Shel-OCS 116 \$49 TBA 7982

**CESLF 086 IMPROVING YOUR PUBLIC SPEAKING SKILLS**

Does the very idea of speaking in front of others fill you with dread? Would you like to learn how to be an effective speaker? This encouraging class is designed to provide you with helpful techniques and pointers as you practice your new skills.

5:30p- 7:00p M 10/26-11/23 Shel-OCS 116 \$75 TBA 7984

**STUDY ABROAD IN SUMMER '10!****OC at Cambridge University**

Stay at Cambridge University, attend classes under Cambridge professors, study with over 1,000 students from nearly 40 countries, and earn up to 10 credits at OC!

Attend two- or four-week, mixed-subject programs in the Humanities, or take your choice of two- or four-week, dedicated-subject programs in the Sciences, Literature, Shakespeare, History, Medieval Studies and Art.

For OC student information, call Dr. Tom Cameron at 360.475.7509, or send an e-mail to [tcameron@olympic.edu](mailto:tcameron@olympic.edu)

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